

**20 AUGUST 2003**



**Flying Operations**

**MISSION ESSENTIAL GROUND PERSONNEL  
(MEGP) REQUESTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 315 OG/OGV (Maj J. Meyers)  
Supersedes 315 AWI 11-401, 15 August 1999

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This instruction implements AFDPO 11-4, *Aviation Services*, Department of Defense (DoD) Directive 1340.4, *Proficiency Flying Programs*, with Change 1 and Air Force Instruction 11-401, *Flight Management*, with AFRC Holdover Supplement, 1 May 1999. It establishes 315th Airlift Wing procedures for MEGP status requests and approval. It applies to all members of the 315th Airlift Wing and all assigned or attached units.

**SUMMARY OF REVISIONS**

This new instruction changes referenced publications in the lead-in sentence. It updates the wording in paragraph **1.** and **3.** A bar (|) indicates revisions from the previous edition.

**1. MEGP STATUS :** MEGP status is granted to individuals on a case-by-case basis who perform unique support duties directly related and essential to a particular aircraft, aircrew or numbered mission. These duties require direct access to the aircraft and/or aircrew during ground or flight operations. MEGP travel in passenger status but report through the command and control center (preferably the flying unit) to the aircraft commander. Aircraft commanders will not manifest individuals in MEGP status unless the Chief, Wing Standardization/Evaluation, 315 OG/OGV, has notified the 315 AW Operations Center (WOC), 315 OSF/OSO, of MEGP status approval. If the number of MEGP exceeds four per aircraft, the appropriate AMC command and control agency (other than aircrew) will ensure manifesting and anti-hijacking are accomplished for these persons prior to their reporting to the aircraft. They are authorized flight deck seating with aircraft commander approval. Commanders will ensure MEGP status is not used for travel at a higher priority than, or in lieu of regular passenger travel, for avoidance of travel expenses, or for travel while on leave. MEGP will not be bumped en route without approval from appropriate authority. MEGP are not entitled to incentive or AFTP/AGTP pay.

**2. APPROVAL AUTHORITY:** 315 OG/CC may approve MEGP status for 315 AW personnel only while traveling on 437 AW-assigned aircraft that are operated by 315 AW aircrews. 437 OG/OGV may

approve MEGP status for 315 AW personnel while traveling on 437 AW-assigned aircraft that are operated by 437 AW aircrews. 21 AF/DOV may approve MEGP status on aircraft from other 21 AF wings. HQ AMC/DOV approves MEGP status on aircraft outside AF control.

2.1. MEGP status tasked via a mission directive is approved as tasked.

2.2. Short-notice or emergency requirements for MEGP status will be directed to Current Operations, 315 OSF/OSO (during duty hours), or the 315 WOC (during non-duty hours). These individuals may approve the request after coordination with the 315 OG/CC or a designated representative.

2.3. All other cases require 315 OG/CC approval.

**3. PROCEDURES:** Units will forward requests for MEGP status to 315 OSF/OSO at least 48 hours prior to the expected date of departure. Exception: MEGP requests that require approval from other than the 315 OG/CC need 10 working days for coordination. Include rank, name, SSN, organization, reason for travel, proposed itinerary and dates. Use the format in [Attachment 1](#).

3.1. 315 OSF/OSO will ensure mission requirements and aircraft crew and passenger space permit or can be modified to allow individuals in MEGP status. 315 OSF/OSO will then forward the request to 315 OG/OGV.

3.2. 315 OG/OGV verifies requirements/eligibility and recommends approval/disapproval to the 315 OG/CC.

3.3. If approved, the 315 OG/CC returns the request to 315 OG/OGV to complete the distribution process. 315 OG/OGV ensures 437 OG/OGV, 315 OSF/OSO and the 315 WOC receive a copy of the approved request.

**4. ORDERS:** Unit will cite MEGP approval in the remarks section of travel/active duty orders using the following format: "MEGP status is authorized by (437 OG/OGV, 315 OG/CC, 21 AF/DOV, or HQ AMC/DOV) on (aircraft number and/or mission number/exercise or contingency name) for (duration, i.e., 22-27 Jun 98). Approved (name of approving 315 OG/CC individual and phone number.)" MEGP authority may also be cited in a letter or message using the statement above. Attach a copy of the authority to the flight authorization form.

**5.** Individuals approved for MEGP status will contact the 315 WOC as soon as possible. WOC personnel will ensure schedulers and crew are aware of MEGP requirements and provide individuals in MEGP status with information such as show time, location, and mission/personal requirements.

5.1. Individuals in MEGP status will show at the aircraft not later than one hour prior to departure or prior to aircrew planeside customs inspection, whichever occurs first.

**6.** Consult AFI 11-401/AFRC Supplement 1 for additional eligibility entitlements and restrictions.

GERALD A. BLACK, Brig Gen, USAFR  
Commander

**Attachment 1**

**MEGP REQUEST FORMAT**

MEGP REQUEST FORMAT

Date

MEMORANDUM FOR 315 OSF/OSO  
315 OG/OGV  
315 OG/CC  
IN TURN

FROM: (UNIT/OFFICE SYMBOL)

SUBJECT: MEGP Status Request

1. Request MEGP status for the following individual(s):

(RANK, NAME, SSN, ORGANIZATION):

2. (REASON FOR TRAVEL):

3. (MISSION NUMBER, PROPOSED ITINERARY AND DATES):

(Signed by Division Chief/Unit Commander)  
(TYPED SIGNATURE BLOCK)

1st Ind, 315 OSF/OSO

Date

MEMORANDUM FOR 315 OG/OGV

I have checked and certify mission requirements and aircraft crew/passenger space permit or can be modified to allow MEGP.

(Signed by Chief, Current Operations)  
(TYPED SIGNATURE BLOCK)

MEGP REQUEST FORMAT  
(Second Page Indorsement)

2d Ind to (Originating Unit/Office Symbol) Memorandum, (date), MEGP Status Request

315 OG/OGV

Date

MEMORANDUM FOR 315 OG/CC

Recommend approval/disapproval. Requirements and eligibility have been verified.

(Signed by Chief, Stan/Eval)  
(TYPED SIGNATURE BLOCK)

3d Ind, 315 OG/CC

Date

MEMORANDUM FOR (ORIGINATING UNIT/OFFICE SYMBOL)

The above MEGP is approved/disapproved. Individual(s) will report to the 315th Wing Operations Center not later than two hours and fifteen minutes prior to departure time for manifesting and briefing.

(Signed by 315 OG/CC)  
(TYPED SIGNATURE BLOCK)

- cc: 315 OG/OGV
- 315 OSF/OSO (WOC)
- 315 OSF/OSO (Current Operations)
- 437 OG/OGV